

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM
SA-44
(12-30-2002)

DUE DATE ▶

ANNUAL RETAIL TRADE REPORT 2002

NOTICE — Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **your report is confidential.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are **immune from legal process.**

Any questions call 1-800-772-7851

PROMPT RETURN WILL RESULT IN CONSIDERABLE SAVINGS TO YOUR GOVERNMENT.

RETURN TO
 ▶ **U.S. CENSUS BUREAU**
 1201 East 10th Street
 Jeffersonville, IN 47132-0001
 FAX 1-800-447-4613

(Please correct any error in name, address, and ZIP Code)

GENERAL INSTRUCTIONS

Please read all instructions and complete all items in this report. If book figures are not available, carefully prepared estimates, labeled "Est." are acceptable.

This report should cover ALL retail establishments whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury Form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item 6A).

Data for auxiliary facilities operated under this EIN primarily engaged in furnishing supporting services to your retail establishments (such as warehouses, garages, central administrative offices, and repair services), should also be included in this report.

For those establishments acquired or sold during 2002, only include data for the period they were operated by your firm.

Leased departments and concessions

- 1. Include** in all items of this report, retail leased departments and concessions operated by this firm in establishments of others (e.g., shoe departments in department stores, prescription counters in food stores, gift shops in hotels, concession operations in sports stadiums) which report payroll under this firm's current EIN shown in the address label (or as corrected in item 6A).
- 2. Exclude** from all items of this report, departments and concessions operated by other firms in your retail stores.

SPECIAL INSTRUCTIONS

Item 1A TOTAL SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2002

See instruction sheet for detailed directions.

Book figures for the calendar year 2002 should be reported in items 1a through 1c below. If book figures for the calendar year are not available, carefully prepared estimates for the calendar year are preferable to book figures covering another period.

- a.** Sales of merchandise and other receipts for all retail establishments, departments, and concessions. →

NOTE — Include excise taxes on sales of items such as gasoline, liquor, and tobacco. Include e-commerce sales.

Do not include in item 1a receipts collected from customers for carrying charges or other charges for credit or sales taxes which were forwarded directly to taxing authorities.

- b.** Did your firm collect sales taxes which were forwarded directly to taxing authorities?

NOTE — Do not include excise taxes reported in item 1a.

- 120 1 YES — Report the amount of such taxes collected. →
 2 NO

- c. TOTAL sales of merchandise and other operating receipts including sales taxes collected and forwarded directly to taxing authorities —**

Sum of items 1a and 1b →

	2002	
	Dollars	Cents
100		
\$.00
102		
\$.00
103		
\$.00

Item 1B E-COMMERCE SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2002

E-commerce sales and other operating receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

- a.** Did your firm have e-commerce sales during 2002?

130 1 YES 2 NO — SKIP to item 1C.

- b.** E-commerce sales by your firm for 2002. (Include e-commerce sales in item 1Aa. Exclude sales taxes.) →

	2002	
	Dollars	Cents
113		
\$.00

CONTINUE ON REVERSE SIDE →

Item 1C SALES REPORT PERIOD	104	Month	Day	Year
a. Do the data reported in items 1A and 1B represent the calendar year (January 1 through December 31) for 2002? 121 1 <input type="checkbox"/> YES — Go to item 2 2 <input type="checkbox"/> NO — Enter the period that the data represent. _____ →	From			
	105			
	To			

Item 2 MERCHANDISE INVENTORIES (December 31) — See instruction sheet for detailed directions.						
Report cost value of all merchandise. Cost figures for December 31 should be reported in items 2a through 2c. If book figures are not available, carefully prepared estimates of inventories for December 31 are preferable to book figures representing another date. For inventories at LIFO cost, report the LIFO amount plus the LIFO reserve. Complete each item; enter "0" if none.						
		Merchandise inventories at cost value				
		2002		2001		
		Dollars	Cents	Dollars	Cents	
a. Merchandise in retail store(s), departments, and concessions	201			251		
	\$.00	\$.00	
b. Merchandise in warehouses, offices, or in transit for distribution to your retail outlet(s), including merchandise to be distributed to retail departments and concessions operated by your firm in other establishments	202			252		
	\$.00	\$.00	
c. TOTAL merchandise inventories — Sum of items 2a and 2b _____ →	200			250		
	\$.00	\$.00	
d. Are the data reported in items 2a through 2c for December 31? 220 1 <input type="checkbox"/> YES — Go to item 3 2 <input type="checkbox"/> NO — Enter the date that the data represent. _____ →	203			253		
	Month	Day	Year	Month	Day	Year

Item 3 INVENTORY VALUATION METHOD — See instruction sheet for detailed directions.					
a. Were any of the inventories reported in item 2 above valued using the Last-in, First-out (LIFO) and/or LIFO Retail Method of inventory valuation? 305 1 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO — SKIP to item 4					
b. LIFO value of inventories in item 2c — Exclude LIFO reserve.					
c. LIFO Reserve — The LIFO Reserve is the DIFFERENCE between a given physical stock valued on a non-LIFO basis, for example FIFO, and that same physical stock valued at LIFO (i.e., non-LIFO value MINUS LIFO value)					
d. Amount of total inventories subject to LIFO costing					
e. Amount of total inventories in item 2c which was not subject to LIFO costing					
		2002			
		Dollars	Cents	Dollars	Cents
	300			350	
	\$.00	\$.00
	301			351	
	\$.00	\$.00
	302			352	
	\$.00	\$.00
	303			353	
	\$.00	\$.00

NOTE — The sum of lines b and c should equal line d. The sum of lines d and e should equal item 2c.

Item 4 PURCHASES OF MERCHANDISE (AT COST)		Purchases at cost value	
		2002	
		Dollars	Cents
a. Report total cost of merchandise purchased for resale (net of returns, allowances, and trade and cash discounts), for which you took title in 2002 whether or not payment was made during the year. Exclude purchases of containers, wrappings, packaging, and selling supplies. _____ →		400	
		\$.00
b. Were any of the goods purchased for resale in item 4a ordered over an Internet, extranet, EDI or other online system? 405 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO 3 <input type="checkbox"/> DON'T KNOW			

Item 5A ACCOUNTS RECEIVABLE BALANCES	
Does this company extend credit to customers at any of its retail establishments or departments and concessions covered by this report?	
NOTE — Exclude credit which may have originated at this firm, but is actually provided by others, such as banks, finance companies, oil or other credit card issuing companies.	
520 1 <input type="checkbox"/> YES — Refer to definitions of accounts receivable on the next page. 2 <input type="checkbox"/> NO — SKIP to item 6A	

DEFINITIONS OF ACCOUNTS RECEIVABLE

INSTALLMENT ACCOUNTS

Open-end — Primarily "revolving" or optional accounts in which a deferred payment privilege is extended through a line of credit and the customer has the option of paying the balance in full, usually with no finance charge, or paying in two or more installments subject to some minimum required payment with a finance charge usually assessed.

Closed-end — Credit generally requiring a new contract to cover each extension of credit in which a precomputed finance charge is assessed, and which specifies a fixed schedule of installment payments with the number and the amount of payments and due dates specified in the contract.

CHARGE ACCOUNTS — Credit accounts for which full payment is scheduled to be made at the end of the customary billing period.

PLEASE READ THE INSTRUCTIONS ABOVE BEFORE ANSWERING ITEM 5B.

Item 5B UNPAID BALANCES FOR ALL RETAIL ESTABLISHMENTS COVERED BY THIS REPORT

Type of account <i>Mark (X) one box for each line to indicate type of credit account carried.</i>	Balances outstanding as of —	
	December 31, 2002	
	Dollars	Cents
1. Installment accounts		
(a) Open-end accounts (revolving or optional) 521 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	501 \$.00
(b) Closed-end accounts 522 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	502 \$.00
2. Charge accounts 523 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO	503 \$.00
3. Total — Sum of lines 1(a), 1(b), and 2 →	500 \$.00

Item 6A FEDERAL EMPLOYER IDENTIFICATION NUMBER

Does your firm currently report payroll under the EIN shown in the address label?
 020 1 YES — Go to item 6B ↗ 2 NO

(1) Enter your present EIN

(2) When did you start reporting payroll under this EIN?

021									
		-							
Month 022					Year				

Item 6B NUMBER OF RETAIL ESTABLISHMENTS

Enter the total number of retail establishments, including departments and concessions, covered by this report as of December 31, 2002. →

110

REMARKS

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CENSUS USE
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Public reporting burden for this collection of information is estimated to average 24 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0013, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0013" as the subject. **PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE.** Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

Item 7 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report <i>Print or type</i> 950	Address — <i>Number and street, city, State, ZIP Code</i> 951		954 Telephone		
			Area code	Number	Extension
			955 Fax number		
Signature of authorized person	Title 952	Date 953	Area code	Number	
			956 Internet address (firm's homepage)		
			http://		